

## Career Group Concept & Illustrative Examples of Work

### Public Information, Public Events Planning and Publications

(To Replace: UH Editor I-IV, UH Press Executive Editor, UH Publications Specialist I-IV, UH Press Publications Manager, UH Sports Marketing Officer, UH Theater Manager, UH Theater-Stage Manager, UH Research Publications Manager, UH Public Information Officer I-III & VI, UH Press Marketing Officer I-V, UH Sports Information Officer, Scientific Illustrator I-II, UH Photographer I-II, UH Microphotographer, and UH Administrative & Fiscal Support Specialist, )

#### Career Group Concept:

The Public Information and Publications Career Group consists of positions that provide support to and/or management of public and media relations, promotions/marketing and sales, communications, theater operations and/or fundraising activities ranging in scope from a specific program to University-wide initiatives. Positions in the Career Group range from entry level practitioner positions to positions of subject matter experts and/or program managers/administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

#### Illustrative Examples of Work:

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**Editing & Publications:** Edits scholarly or scientific manuscripts or journals for technical errors, correction of grammar and stylistic inconsistencies; writes copy for catalogs, advertisements or book jackets and conducts promotional campaigns; seeks manuscripts for publication and then reviews, evaluates and recommends manuscripts for purposes of determining publishable potential; executes a production cycle or aspects thereof involving formatting and laying out of materials including graphics to be published, designing of materials, conduct of cost analyses, copyrighting and/or registration of publications, estimating unit costs, creating and maintaining financial records, promoting the publication, supervising/coordinating printing, scanning, photo typesetting or other preparation of materials that may include the preparation, execution and administering printing contracts (domestic or foreign) and printing specifications and coordinates the

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delivery/distribution of printed publications; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Promotions, Marketing & Theater Operations:** Plans, develops, implements and coordinates a promotional, public relations and fund-raising program in association with the University or University affiliated programs; develops, promotes and, as necessary, participates in the negotiation with vendors and sponsors in the marketing plans; participates in and/or directs a variety of activities, e.g., conduct of various studies, e.g. sales and market analyses, promote and enhance sales; plans, organizes and participates in the administration and operations, to include stage management, of a theater; plans and coordinates special events; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Public Information:** Prepares, designs and delivers information for release orally or in writing to the media and general public; prepares speeches, annual reports and other public statements for University officials; advises program managers and executives on media and public relations; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Illustration and Photography:** Creates, designs and produces scientific drawings, charts, graphs, diagrams and sketches utilizing traditional techniques; performs skilled commercial photography and/or microphotography of still and/or motion pictures, drawings, scientific specimens and other materials; utilizes special photographic techniques to process, print and enlarge films, slides and copies of x-rays; designs special equipment and processing formulas; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

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### Enterprise Operations

(To Replace: UH Assistant Bookstore Manager I-II, UH Bookstore Department Manager I-II, UH Bookstore Manager I-II, UH Bookstore Operations Officer, UH General Bookstore Manager and UH Administrative & Fiscal Support Specialist)

#### Career Group Concept:

The Enterprise Operations Career Group consists of positions engaged in retail sales, entrepreneurial initiatives, commercial and enterprise operations and/or warehouse operations with particular emphasis on the provision of quality customer service to members of the University community and general public at-large while insuring merchandise sales and services or commercial and/or enterprise operations are in compliance with applicable State laws, rules and regulations and University policies and procedures. Positions in the Career Group range from entry level practitioner positions to positions of subject matter experts and/or program managers/ administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

#### Illustrative Examples of Work:

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Directs and/or participate in revenue generating or break even entrepreneurial and commercial retail and enterprise operations associated with the sales of merchandise and/or provision of ancillary services to faculty, staff, students and the general public; directs and participates in retail sales of books and merchandise by researching and analyzing sales, costs, operations, vendor programs, inventories and net income data for purposes of discerning trends and development of bases for recommending or implementing changes in product mix, vendors, changes in negotiable terms, method of shipping, pricing, stocking levels, retail sales and bookstore operations and/or cost control procedures; designs, develops, lays-out, prepares advertising financial plans and advertising copy and/or coordinates promotional exhibits, campaigns, displays, events, media releases and other merchandising initiatives; consults, advises and assists faculty and students in the selection, ordering and purchasing of books; plans, executes, directs and supervises such ancillary program activities as book buy-back programs, warehouse operations including shipping and receiving activities, maintenance and repair activities

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and cashiering operations; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

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### Institutional Support

(To Replace: UH Assistant to the IFA Director, UH Administrative Officer I-VII,  
UH Institutional Analyst I-IV,  
UH Associate Director of Technology Transfer and Economic Development,  
UH Associate Director for Career & Technology Education,  
UH Alumni Affairs Specialist VI, UH Budget Specialist I-VI,  
UH Program & Budget Manager, UH Capital Improvements Program Officer,  
UH Procurement & Property Management Specialist I-VI,  
UH Associate Director of Procurement Real Property and Risk Management,  
UH Risk Management Officer, UH Personnel Officer I - VI,  
UH Fiscal Accounting Specialist I-VI, UH Payroll Officer,  
UH Disbursing & Payroll Manager, UH Internal Auditor I-V,  
UH Property & Fund Manager and  
UH Administrative & Fiscal Support Specialist)

#### Career Group Concept:

The Institutional Support Career Group consists of positions that perform, manage and direct a variety of administrative and business functions, e.g., budget, finance, facilities, procurement, information technology, office services/systems, and human resources, and/or analytical work related to program organization and operations that may include the development and application of performance measures, preparation and execution of policies, procedures and rules, data collection and execution of statistical analyses, preparation, execution and reconciliation of operating budgets and/or conduct of institutional research. Positions in the Career Group range from entry level practitioner positions to positions of subject matter experts and/or program managers/administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

#### Illustrative Examples of Work:

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**General Administration:** Collects statistical data to prepare various administrative reports relating to program operations and administration; prepares, reviews and/or audits personnel transactions and analyzes staffing patterns; prepares, reviews and analyzes the

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feasibility of project proposals; prepares, executes, and controls expenditures and reconciles program budgets; accounts for a variety of financial transactions that may include the conduct of end-of-year-period cash, funds flow analyses, income statements, balance sheets and other financial reports; administers purchasing policies and regulations; provides technical advice, interpretations and/or makes effective recommendations regarding applicable policies, procedures and other administrative requirements to administrators, faculty and staff; serves as the principal or chief administrative officer of a program that requires the analysis, drafting, revision, and implementation of internal control procedures and systems; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Analysis (Research and/or Institutional):** Performs a variety of duties associated with conducting research studies and analysis of academic and administrative programs and services; defines strategies, methodologies and procedures for the analysis of research projects; plans directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; participates in the development of design specifications and project management functions for the update and maintenance of existing and new database systems; participates in the planning, direction and management of the development and design of major management information warehouses; directs administrative analysis and program design, development and testing; supervisors subordinate level professional, technical and/or clerical personnel.

**Alumni Affairs:** Participates in the administration of an alumni affairs program and its associated activities involving the conduct of studies, data collections, investigations and analyses relating to alumni activities and based on results prepares written reports or responses; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Budgeting (Operating and/or Capital Improvements):** Reviews, analyzes, evaluates and develops short and long-range budget (operating and/or capital improvements) proposals, budget (operating and/or capital improvements) requests, proposed expenditure plans, staffing requests/ requirements, program justifications and evaluations in the context of established legislative decisions, State and University policies, guidelines or instructions and program needs; prepares and executes budgets for extramurally funded projects and/or programs; interprets and advises to include the development of options/alternatives and recommendations on budget policies, procedures, e.g., fund

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transfers, and instructions; maintains budget (operating and/or capital improvements) account information in accordance with established instructions and guidelines and operating instructions while coordinating the execution of a budget including the setting and application of performance standards and needs indices; conducts program analyses, evaluations and studies of long-range goals, objectives, budget (operating and/or capital improvements) instructions, program objectives, costs, measures of effectiveness, fund use, program size indicators that may require the collection of statistical data from existing files, records or data from other sources; prepares budget related reports, procedures, instructions, interpretative materials, correspondence, testimony and informational materials; prepare income and statements of financial condition of programs, cash and fund flow statements, income statements and determinations of minimum cash requirements; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervise subordinate level professional, technical and/or clerical personnel.

**Procurement:** Authorizes purchases of “off-the-shelf” goods and services from informal open-market methods; prepares and issues purchase orders, requisitions, invitations to bid, bid specifications, technical specifications or requests for quotations; contracts for goods, services, construction (building and facilities) and electronic data processing equipment and systems; administers complete bid cycles to include preparation of bid specifications, solicitation of bids, evaluation of bids including cost analysis, award of contracts, contract administration, monitoring vendor performance, termination of contracts and recommends claim settlements; negotiates pricing, performance and special optional provisions while protecting the University’s interests; manages real property acquisitions, risk and liability, property inventory, stores, warehousing operations and/or disposal of surplus property; advises on procurement policies, procedures and requirements; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Human Resources:** Classifies positions, advises on personnel actions, conducts employee training, ensures compliance with recruitment and selection requirements, investigates and/or recommends action regarding employee complaints and grievances, hears and renders decisions on grievances, advises employees on employee benefit programs in the context of and in compliance with applicable policies, procedures, collective bargaining agreements and/or practices; advises and interprets human resource statutes, policies, procedures collective bargaining agreements, instructions and practices; conducts investigations, analyses, audits and studies (specific, special or large scale) for the purpose of operations assessment, compliance-enforcement, staffing or human resource management/administration or for the promulgations, implementation and

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administration of human resource policies, procedures and practices; negotiates contractual provisions and memoranda of agreement; interprets contractual provisions, negotiates grievance settlements with union representatives; plans, directs and supervises program operations to include the development, promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional and technical personnel.

**Financial:** Completes, reviews, maintains, reconciles and audits fiscal transaction reports, forms, requests, fiscal journals and records in accordance with federal, state and University requirements; maintains and analyzes fiscal transaction information, chart of accounts, records and financial reports, fiscal data relating to materials, labor and overhead costs and expenditures, object codes, cost and control ledgers, registers, journals and other related fiscal records; advises, interprets and instructs on fiscal policies, procedures, instructions and guidelines; prepares written policies, reports, analyses, administrative procedures, instructions, guidelines, interpretations, financial statements, cost and valuation reports, statements of condition, year end adjusting and closing entries, trial balances, draws on income and exposure accounts into income statements and enterprise funds and procurement and payment documents; allocates indirect costs by a variety of allocation bases; directs and manages the University's Bond system projects in budget preparation, generation and accounting of revenues, expenditure control and investment strategy including the evaluation of proposals, organizing refinancing options and evaluation and development of a capital improvement project budget; directs, manages and oversees a tax compliance including the development of institutional tax policy and procedures, recommendation of options and solutions to tax issues and recommendation of policies and administrative procedures and operating practices; directs and manages fixed asset inventory management and control systems including the recordation of acquisitions, dispositions and transfer of equipment and real property; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Auditing:** Plans, designs and conducts or supervises the conduct of routine and special confidential financial and compliance studies and audits of program with funds from various sources, with heavy cash flow or with highly complex accounting features and that require the conduct of a preliminary survey, selection of transactions to be tested, entry/exit conferences and issuance of a formal report; evaluates and makes recommendations on internal accounting controls, procedures and adherence to generally accepted accounting principles and management practices; administers, directs and coordinates a financial and compliance audit program; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies,

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procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

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### Legal Counsel

(To Replace: UH Law Clerk, UH Legal Assistant and UH Loan Litigation Specialist)

#### Career Group Concept

The Legal Counsel Career Group consists of positions that on behalf of the University conduct or represent the University at judicial and administrative hearings and proceedings, provide legal services and/or provides legal advocacy services for the University. Positions in the Career Group range from entry level practitioner positions to positions of subject matter experts and/or program managers/administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

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Prepares and presents cases before quasi-judicial hearings officers, arbitrators or other administrative judges; participates in pre-trial conferences and proceedings in the courtroom; prepares drafts of court documents such as interrogatories, notices of depositions, and witness interviews; provides legal advice and explanation of legal decisions, opinions, rules or other legal materials to University officials; prepares cases for court and/or administrative hearings including the collection, analysis and evaluation of evidence for use by attorneys in court; verifies and updates cited case laws and other legal authorities; interviews witnesses to verify evidence and elicits information in preparation for cases; monitors compliance to decisions, stipulations and orders; researches, prepares and files complaints, briefs, motions and pleadings before Small Claims, District and Circuit Courts on matters relating to student loans and such actions associated thereto to include bankruptcy and collection; prepares discovery pleadings and other pleadings such as requests for production, subpoenas, motions to compel and motions for protective order; researches and drafts legal opinions; negotiates out-of-court settlement on behalf of the University; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

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### Research Support

(To Replace: UH Research Associate I-VI , UH NMR-Mass Spectrometer Technician, UH NMR-Mass Spectrometer Facilities Manager, UH Observatory Superintendent, UH Haleakala High Altitude Site Superintendent, UH Electronics Technician I-II, UH Observatory Technician I-II, UH Observatory Research Technician, UH Observatory Crew Chief, UH Observatory Foreman, UH Laser/Electro-Optical Technician I-II, UH Scientific Instrument Technician I-III, UH Scientific Glassblower, UH Communications Supervisor, and UH Marine Laboratory Supervisor)

#### Career Group Concept

The Research Support Career Group consists of positions that provide support services to research programs, e.g., astronomy, chemistry, physics, biology, botany and other research fields and endeavors. Positions in the Career Group range from entry level practitioner/technician positions to positions of subject matter and/or technical experts and/or program managers/ administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

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**Research:** Prepares samples for chemical analysis; conducts and records results of analysis; conducts literature reviews, library searches and researches data sources; collects data and/or samples, classifies, catalogs, maintains collection information, processes specimens and charts/graphs data collected; monitors experiments in progress, collects data and conducts tests in accordance with established experimental protocols; prepares, cleans, maintains, calibrates and operates laboratory and experimental testing equipment and apparatus for the purpose of conducting and recording results of analyses; conducts interviews and/or makes observations and collects data from psychological, sociological, language or education experiments, tests and studies involving human subjects; completes all administrative and technical arrangements for research experiments or projects; performs autopsies and surgical procedures on research animals; supervises and/or provides the care and feeding of laboratory animals;

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executes personal computer based programs of complex scientific and mathematical data analyses; executes and/or supervises scientific data reductions and analyses for a complete research project requiring considerable independent interpretation of research data; designs, fabricates, operates and maintains sophisticated research equipment; assists and/or designs and prepares research projects and proposals; writes, proofreads, edits or assists in the writing of manuscripts, final research reports and findings for publications; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises and/or trains professional, technical and/or clerical personnel.

**Nuclear Magnetic Resonance (NMR)/Mass Spectrometer:** Operates, calibrates, maintains, adjusts, repairs and modifies a computer-controlled nuclear magnetic resonance or mass spectrometer; adjusts and modifies equipment to non-standard, complex tests, e.g., off-resonance decoupling, boron-11 and deuterium NMR spectra, etc.; designs, modifies, and fabricates highly sophisticated optical, mechanical, analog, digital and linear devices for specialized research applications; trains students, faculty and staff in the proper use of equipment; supervises staff in the operation, installation, repair, maintenance, calibration, modification and adjustment of NMR, highly complex mass spectrometers and peripheral electronic equipment; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Program and/or Facility Management and Administration:** Plans, manages and administers the operations/maintenance of a research facility, e.g., Haleakala High Altitude Site; oversees site characterization studies relating to the meteorological and electromagnetic properties; develops short and long term plans that may include identification of goals and objectives for programs and/or facilities operations and management, operating budgets, operations/maintenance plans, instrumentation development/upgrades, major repairs, maintenance and capital improvements; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Technician:** Designs, develops, fabricates, constructs, modifies, rebuilds, calibrates and recalibrates, operates, overhauls and/or repairs a variety of research, scientific laboratory, glass, telescope and observatory sensing equipment, hyperbaric chamber related equipment and electro-optical devices, e.g., lasers, that may be based on models crafted from wood, plastic and other materials with specific pieces of equipment being highly complex, state-of-the-art with minimal margins for error; prepares rough and finished

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sketches and blue prints; prepares cost estimates and requisitions authorized supplies, tools and materials and stocks replacement parts; trains students, faculty and special investigators in correct and speciality procedures in the use of instruments and data interpretation; supervises and manages the operations of an scientific instrument development and fabrication shop involving the making of work assignments and specification of target completion dates, review of subordinate technicians work to insure compliance with design specifications, supervision of the fabrication of very sophisticated and highly complex equipment, planning and executing the shop's annual operating budget and maintaining an appropriate inventory of supplies, materials and replacement parts; supervises the operations of a communications center between the University and remote stations and shipboard research personnel that requires the repair and maintenance of communications equipment, dissemination of messages received and transmission of messages; supervises the operations of a marine science laboratory with responsibility for the maintenance and repair of laboratory buildings, facilities and equipment including the plumbing, electrical and refrigeration systems and associated pumps, compressors, boats, motors, diving gear, photographic equipment and electronic measuring equipment; supervise custodial and contract maintenance workers; serves as on-site safety officers; operates and/or supervises the operations of telescopes and associated computer control and data recording systems; plans, schedules and supervises an observatory crew in the operations and maintenance of a observatory facility, facility support equipment, telescopes and associated observatory imaging equipment; constructs, modifies and repairs a variety of electro-optical devices, e.g. lasers, pocket cell, mode lockers, doubling crystals and cooling systems; and supervises and/or directs the work of subordinate technical, clerical, student personnel or skilled trades person.

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### Academic Support

(To Replace: UH Agricultural Product Specialist, UH Agricultural Program Planning Specialist, UH Agricultural Diagnostic Service Center Manager, UH Machinist I-II, UH Educational Specialist I-IV (11-month), UH Educational Specialist I-III (9-month) and UH Educational & Academic Support Specialist (9 and 11-month))

#### Career Group Concept

The Academic Support Career Group consists of positions that provide support services to academic programs including but not limited to chemistry, physics, medicine, psychology, biology, astronomy, botany, agriculture, microbiology, sociology, education and other academic and research fields. Positions in the Career Group range from entry level practitioner/technician positions to positions of subject matter and/or technical experts and/or program managers/ administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

#### Illustrative Examples of Work:

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**Agricultural:** Develops agriculture seed inventories involving administering contracts with external product developers; plans for field preparation; supervises the culture and maintenance of plants; markets and distributes of products; evaluates the productivity of agricultural research projects; administers and manages the Agricultural Diagnostic Service Center involving directing all administrative aspects of the center, developing initiatives and efforts to expand program with the intent to expand service to the agricultural community; designs and implements programs to generate revenues and overseeing all technical aspects of the center; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Machinist:** Designs, fabricates, assembles, maintains and repairs metal parts, tools, components and equipment using a variety of machinist tools and equipment, e.g., lathes,

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shapers, milling machines, drill presses, etc.; collaborates with faculty members and research assistants in the construction of laboratory apparatus and related equipment requiring the application of aspects of other trades skills, i.e., welding, carpentry and electronics in addition to the primary machinist skills; repairs and maintains shop equipment, e.g., replaces shafts, bearings, bushing, belts, etc.; makes estimates of jobs; and supervises and/or directs the work of subordinate technical, clerical, student personnel or skilled trades person.

**Technician:** Designs, develops, fabricates, constructs, modifies, rebuilds, calibrates and recalibrates, operates, overhauls and/or repairs a variety of research, scientific laboratory, telescope and observatory sensing equipment, hyperbaric chamber related equipment and electro-optical devices, e.g., lasers, that may be based on models crafted from wood, plastic and other materials with specific pieces of equipment being highly complex, state-of-the-art with minimal margins for error; prepares rough and finished sketches and blue prints; prepares cost estimates and requisitions authorized supplies, tools and materials and stocks replacement parts; trains students, faculty and special investigators in correct and speciality procedures in the use of instruments and data interpretation; supervises and manages the operations of an scientific instrument development and fabrication shop involving the making of work assignments and specification of target completion dates, review of subordinate technicians work to insure compliance with design specifications, supervision of the fabrication of very sophisticated and highly complex equipment, planning and executing the shop's annual operating budget and maintaining an appropriate inventory of supplies, materials and replacement parts; supervises the operations of a communications center between the University and remote stations and shipboard research personnel that requires the repair and maintenance of communications equipment, dissemination of messages received and transmission of messages; supervises the operations of a marine science laboratory with responsibility for the maintenance and repair of laboratory buildings, facilities and equipment including the plumbing, electrical and refrigeration systems and associated pumps, compressors, boats, motors, diving gear, photographic equipment and electronic measuring equipment; supervise custodial and contract maintenance workers; serves as on-site safety officers; operates and/or supervises the operations of telescopes and associated computer control and data recording systems; plans, schedules and supervises an observatory crew in the operations and maintenance of a observatory facility, facility support equipment, telescopes and associated observatory imaging equipment; constructs, modifies and repairs a variety of electro-optical devices, e.g. lasers, pocket cell, mode lockers, doubling crystals and cooling systems; and supervises and/or directs the work of subordinate technical, clerical, student personnel or skilled trades person.

**Educational Support:** Prepares tape recordings for class use; maintains a library of instructional or resource materials; may instruct in subject matter area; maintains and

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operates instructional equipment; instructs students on the use of instructional materials, procedures and practices; serves as a librarian for a research program or special collection; assists in the development, organization and provision of staff development activities; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; directs and/or coordinates specialized community service or other education programs, e.g., Conversational English Program, Advanced Management Program, College Opportunities Program or other similar programs, involving program implementation and administration, e.g., designs program activities, recruits program participants, prepares program budget or grant requests, administers receipt and expenditure of funds, prepares reports and other program administrative requirements, develops program related materials and resources associated with the program, coordinates program activities, compiles and evaluates data; serves as liaison to faculty members; administers an educational support service function, e.g., interviews prospective instructors and non-faculty employees; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

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### Instructional and Student Support

(To Replace: UH Educational Associate I-VI (9 and 11-month),  
UH Early Childhood Specialist I-V (9 and 11-month),  
UH Student Services Specialists I-IV, UH Student Services Specialist II (9-month), and  
UH Educational and Academic Support Specialist (9 and 11-month))

#### Career Group Concept:

The Instructional and Student Support Career Group consists of positions that provide (a) professional level education work in teaching, curriculum development, curriculum evaluation, teacher training, special program participation ranging from infant, toddler or pre-school levels to secondary school levels, (b) administrative support and/or implement educational program support service activities and services for students that are intended and designed to increase and enhance the learning and student experience or (c) provides student support services, e.g., pharmaceutical or medical technology support. Positions may require a professional certificate in the appropriate subject field. Positions in the Career Group range from entry level practitioner positions to positions of subject matter experts and/or program managers/ administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

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**Teaching and Instruction:** Provides for the care, education and supervision of a groups of young children involving the maintenance of an environment that is healthy, safe, pleasant, and directed towards enhancing children’s growth and development; supervises children’s daily routines such as toileting, meals/snacks, and naptime; plans, prepares, and implements classroom and playground curriculum activities designed to promote social, emotional, physical and cognitive growth and development; participates in the evaluation of curriculum and courses taught; develops, modifies or adds to curriculum content, methodology and materials; plans and conducts instruction and teacher training workshops and in-service education programs as well as teaching regular and experimental classes in one or more disciplines and that involves teacher training and guidance; monitors, observes, and collects field data from pilot schools; conducts

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instruction and instruction related research, writes materials for inclusion in curriculum guides and textbooks and prepares or participates in the preparation of grant proposals; plans, prepares and conducts informational, educational and progress report briefings and workshops for parents; conducts developmental screening of children, recommends referrals and prepares individualized educational plans for children with special needs; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Student Services:** Directs programs and/or provides direct student counseling services and other support services in regards to student school and personal problems, career interests and vocational goals, financial aid programs, veteran's educational and assistance programs, placement and standardized testing, work-study programs, specialty programs, e.g., KOKUA (disabled) TRIO or COP (disadvantaged) and tutoring services; participates in organizing and/or directing a variety of student service support program activities, e.g., student recruitment, orientation programs, registrar support services including interviewing students, intramural programs, evaluating student records, advising and/or supervising the implementation of admission policies for foreign students, managing registrar activities, conducting parent meetings, disseminating information, assisting in the selection of student advisors, coordinating student activities, e.g., visitation programs; directs and supervises the implementation of registration, admissions and/or student employment programs that includes responsibility for the development, interpretation and advising on policies, procedures, instructions and guidelines as they relate to admissions, records maintenance and management or student employment; conducts research, analyses and studies of student data for trend identification and forecasting purposes; implements and/or supervises a placement testing program; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

## Career Group Concept & Illustrative Examples of Work

### Media Design and Production

(To Replace: UH Graphic Artist I-III, UH Theater Technician I-II, UH Media Technical Support Specialist, UH Media Specialist I-V, UH Distance Learning & Institutional Technical Manager)

#### Career Group Concept:

The Media Design and Production Career Group consists of positions that provide support to and/or management of media, exhibit and production services including graphic arts, theater production, costume design/construction, digital imaging, graphic communications, fabrication and maintenance of exhibits, multimedia productions and distance learning, digital imaging and/or provision of television, film, audio visual and video services. Positions in this Career Group range from entry level practitioner positions to positions of subject matter experts and/or program managers/administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

#### Illustrative Examples of Work:

**Note: The “Illustrative Examples of Work” are intended to serve as guides - not absolute standards. A position may be assigned to this Career Group when it meets the Career Group Concept and the majority of the position’s work time is associated with the performance of some of the described duties and responsibilities performed by positions in the Career Group.**

**Graphic Arts:** Creates, designs and produces drawings, charts, graphs, diagrams, sketches, computer animation, video tapes and audio visual products, utilizing traditional techniques; designs, constructs and produces displays, exhibits, and interior layouts; lays out, designs and finishes a variety of art, graphics and media publications involving selecting and placing body type, headings, photographs, and illustrations; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Theater Arts:** Designs and constructs sets, theater stages, scenery and properties, sets up sound and staging requirements; designs and produces costumes; runs lighting and sound systems during events; coordinates the ordering or purchase of costumes, supplies and equipment; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures,

## Career Group Concept & Illustrative Examples of Work

practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Multi-media:** Creates, designs and produces a variety of graphic art work utilizing traditional techniques or with the assistance of computer based desktop publishing or other software; directs and produces video programming involving determining program format, setting production schedules, writing scripts, preparing story boards, editing video, and managing post-production activities; trains faculty and staff in the operation and care of a variety of multi-media equipment; coordinates the programming of interactive television, cable access, compressed video, satellites and other interactive video services; directs and manages a cable television station or multimedia education center; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

## Career Group Concept & Illustrative Examples of Work

### Physical Plant Management

(To Replace: UH Auxiliary & Facilities Services Officer I-VI,  
UH Auxiliary Services Manager, UH Faculty Housing Officer,  
UH Dormitory Resident Manager and UH Student Housing Coordinator I-II)

#### Career Group Concept

The Physical Plant Management Career Group consists of positions that supervise and manage the delivery of a variety of auxiliary support services, e.g., parking, telecommunications, facilities management and maintenance support services and in some instances administer programs relating to facilities. Positions in the Career Group range from entry level practitioner positions to positions of subject matter experts and/or program managers/administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

#### Illustrative Examples of Work:

**Note: The “Illustrative Examples of Work” are intended to serve as guides - not absolute standards. A position may be assigned to this Career Group when it meets the Career Group Concept and the majority of the position’s work time is associated with the performance of some of the described duties and responsibilities performed by positions in the Career Group.**

**Facilities Operations:** Supervises through subordinate level supervisors or working supervisors skilled trades and blue collar personnel in the provision of auxiliary and/or facilities support services in an assigned field; assists in program administration, operations and management to include the conduct of investigations, special studies and preparation of analyses and reports relating to facilities and their maintenance and operations involving the auditing of documents, operations data, files and reports for technical review purposes and to ensure compliance and for trend analysis purposes; plans, organizes and directs the provision of auxiliary and/or facilities service support activities; schedules facilities operations, assignments, usage, personnel and management of auxiliary or facilities and associated support services; advises and interprets the application of laws, rules, regulations and procedures; sets operating performance standards and monitors for compliance; plans, organizes and directs auxiliary or facilities programs or services involving the development of administrative procedures and requirements, insuring compliance with broadly stated policies and coordination with established personnel, fiscal and budget policies and procedures and requirements; and supervises subordinate level professional, technical, skilled trades, blue

## Career Group Concept & Illustrative Examples of Work

collar and clerical personnel.

**Faculty Housing:** Recommends policies and procedures to administer the University's faculty housing program; prepares short and long term financial plans relating to the program based on evaluation of the program's budget and fiscal operations; develops policies and procedures for the recording and reporting of financial transactions while maintaining appropriate accounting, reporting and internal financial control systems; plans and directs the administration of the financial assistance program; evaluates, analyzes and revises cost, financial, internal control, down payment and mortgage assistance programs; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems and supervises subordinate level professional, technical and/or clerical personnel.

**Student Housing:** Plans, organizes, coordinates and/or manages student residence programs that may include responsibility for supervising billing and accounting operations; directs and supervises housekeeping and maintenance operations; secures goods and services relating to residence hall operations; coordinates residence hall program activities with other University student activities; counsels students; prepares and executes operating budgets and manages student government house fees and activities; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

## Career Group Concept & Illustrative Examples of Work

### Facilities Planning and Design

(To Replace: UH Engineer I-III, UH Electronics Engineer I-II,  
UH Mechanical Engineer I-II, UH Registered Engineer I-II, UH Architect I-II,  
UH Registered Architect I-II and UH Facilities Planner I-II)

#### Career Group Concept:

This Facilities Planning and Design Career Group consists of professionals that are responsible for the planning, design, renovation, construction, and management/review of plans and specifications of specialized engineering projects, construction and/or alteration of buildings, facilities or equipment. Work may require the possession of a license in the field of specialty (e.g., electrical, mechanical, etc.) or an architect license as a professional architect. Positions in the Career Group range from entry level practitioner positions to positions of subject matter experts and/or program managers/administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

#### Illustrative Examples of Work:

**Note: The “Illustrative Examples of Work” are intended to serve as guides - not absolute standards. A position may be assigned to this Career Group when it meets the Career Group Concept and the majority of the position’s work time is associated with the performance of some of the described duties and responsibilities performed by positions in the Career Group.**

**Engineering:** Defines, designs, constructs, maintains and analyzes a wide variety of electrical and mechanical devices, systems, major system components, scientific instruments, new buildings and renovations; reviews engineering plans and specifications and coordinates project/work activities with sub-contractors and University personnel; prepares cost estimates and bid documents; evaluates equipment and material replacement needs and staffing requirements; establishes and enforces quality assurance procedures; reviews architectural designs for conformity with requirements and overall budget; recommends and/or approves changes or revisions to designs, blueprints, specifications and work scheduling while insuring plans and specifications are in compliance with codes, university standards and state requirements and recommends changes as necessary; prepares budget estimates for major and long range projects including environmental impact studies; prepares and reviews technical reports and project data for accuracy, adequacy, validity, etc. for conformance to policies, regulations, consistency of test results and feasibility; recommends priority and duration of project periods; plans, directs and supervises program operations to include the promulgation,

## Career Group Concept & Illustrative Examples of Work

implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Facilities Design and Construction:** Formulates short and long range space requirements; plans, schedules and administers the work in the development of the physical facilities of a campus or campuses; converts data to physical space requirements and translates space requirements into planning program; makes preliminary and final working drawings and specifications for alterations; participates in the design, development and review of plans and specifications for construction, alteration, major repairs or capital improvement projects, including those from consultants and/or contract architects or engineers; participates in preparing and developing detailed specifications and cost estimates for proposed construction or alterations of buildings; reviews and approves designs, plans and specifications prepared by other unlicensed staff; serves as technical consultant on architectural matters for the university; makes final inspection of alteration and renovation projects performed by outside contractors and recommends final payment; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems and supervises subordinate level professional, technical and/or clerical personnel.

## Career Group Concept & Illustrative Examples of Work

### Allied Health and Safety

(To Replace: UH Environmental Safety Specialist I-V, UH Hyperbaric Chamber Technician, UH Pharmacist, and UH Medical Technologist)

#### Career Group Concept:

The Environmental Health and Safety Career Group consists of positions that perform and/or oversee investigations, audits or inspections of structures, facilities, operations, processes, records, equipment and devices, use of dangerous substances or fire safety. Positions enforce operational constraints, laws, policies, and regulations for the general welfare and safety of the public or reduce the incidence and impact of economic crime and increase consumer awareness. Positions in the Career Group range from entry level practitioner positions to positions of subject matter experts and/or program managers/administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

#### Illustrative Examples of Work:

**Note: The “Illustrative Examples of Work” are intended to serve as guides - not absolute standards. A position may be assigned to this Career Group when it meets the Career Group Concept and the majority of the position’s work time is associated with the performance of some of the described duties and responsibilities performed by positions in the Career Group.**

Conducts inspections of campus operations and facilities for compliance with Hawaii Occupational Safety and Health Law (HOSHL) Standards and fire safety codes and standards; collects samples for analysis, operates radiation detectors and interpret readings, performs decontamination of radiation spills; conducts tests of samples and prepares written reports summarizing the results and observations of inspections and makes recommendations based on observations and application of standards, codes and regulations; establishes and coordinates a comprehensive safety program; maintains and/or supervises the maintenance of records of personnel working with harmful materials; develops and conducts relevant safety training sessions; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Hyperbaric Chamber Operations:** Operates, designs, constructs, modifies, inspects,

## Career Group Concept & Illustrative Examples of Work

maintains and trains subordinates in the operation of hyperbaric chamber used in emergency diver decompressions and hyperbaric treatment research; certifies divers and tests and recalibrates diving equipment in compliance with diving protocols, safety manuals and OSHA requirements; serves as technical consultant on hyperbaric chamber operations and emergency diver decompression protocols; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Pharmacy:** Interprets prescriptions, computes dosage, fills prescriptions by weighing mixing and compounding drugs; plans, organizes and maintains pharmacy services including the requisition, storage, physical inventorying of supplies and implementation of procedures to comply with laws, rules and regulations relating to the dispensing of drugs; develops, implements and ensures compliance of policies and procedures regarding the control procedures of “controlled substances;” advises physicians and clients on drugs, dosage, toxicity, side effects, stability and incompatibilities; plans and conducts continuing education of clinic staff and patients; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Medical Testing:** Conducts and/or supervises the conduct of a variety of serological, bacteriological and biochemical examinations and tests and evaluates results for disease or comparison to established standards; establishes and monitors the maintenance of laboratory procedures and practices that ensure quality and accuracy; maintains operational data used in the evaluation of laboratory operations and requirements; prepares a variety of culture media, stains and other testing materials; maintains a variety of medical laboratory testing equipment; prepares technical reports on laboratory testing operations from laboratory maintained data; conducts in-service training; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

## Career Group Concept & Illustrative Examples of Work

### Athletics

(To Replace: UH Athletic Equipment Manager I-II,  
UH Certified Athletic Trainer I-III, UH Athletic Compliance Coordinator, and  
UH Athletic Box Office Manager)

#### Career Group Concept

The Athletics Career Group consists of positions that provide support services to the intercollegiate athletics program that may involve administers immediate medical treatment to injured athletes, maintenance, procurement, inventorying and stocking a wide variety of athletic equipment and supplies associated with an intercollegiate athletic program or promoting, marketing athletic events, directing box office operations, and administering institutional athletic program compliance with institutional, athletic conference and National Collegiate Athletic Association rules and regulations . Current licensing by the State of Hawai'i and/or registration with a accredited professional organization/board may be required for some positions. Positions in the Career Group range from entry level practitioner positions to positions of subject matter experts and/or program managers/administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

#### Illustrative Examples of Work:

**Note: The “Illustrative Examples of Work” are intended to serve as guides - not absolute standards. A position may be assigned to this Career Group when it meets the Career Group Concept and the majority of the position’s work time is associated with the performance of some of the described duties and responsibilities performed by positions in the Career Group.**

**Sports Injury Treatment:** Administers immediate medical treatment to athletes who receive injuries associated with athletic sport activities; assesses the extent of injury to determine if referral should be made to a licensed medical doctor and to ensure that the athlete is not further injured; prepares individualized rehabilitation/treatment plans for injured athletes and maintains student health records; counsels and advises athletes and coaches in reducing injuries, proper nutrition, weight control and personal hygiene; administers first aid as may be required; consults with physician on treatment and therapy plans; participates in program administration including the preparation of program budgets; directs, manages or assists in the management of the daily operations of an athletic training program; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures,

## Career Group Concept & Illustrative Examples of Work

practices and systems and supervises subordinate level professional, para-professionals, student, trainee, technical and clerical personnel.

**Equipment Management:** Maintains, repairs, orders and stocks athletic equipment and supplies for various sports; insures that all equipment issued is in a safe and operable condition and properly fitted to protect the athlete; makes minor repairs and adjustments to equipment; establishes and maintains an equipment inventory system; prepares or assists in the preparation of budget requests for supplies, new or replacement equipment, costs for repairs; prepares, processes and maintains documentation and records in accordance with established procedures; consults and coordinates with coaches in the provision of protective equipment as requested; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.

**Promotions, Marketing & Box Office Operations:** Plans, develops, implements and coordinates a promotional, public relations and fund-raising program in association with University or University affiliated organizations, e.g., athletic booster clubs, while ensuring that the organizations comply with applicable University and external agency, e.g., National Collegiate Athletic Association, policies, rules and regulations regarding the organization's support and participation; develops, promotes and negotiates marketing plans designed to increase attendance, retail sales and community; plans, organizes and directs box office administration and operations; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems and supervises subordinate level professional, technical and/or clerical personnel.

**Athletic Program Compliance:** Develops, reviews policies and procedures regarding athletic program compliance; monitors compliance and serves as athletic program contact with regulating agencies; advises athletic administrators, coaches, staff members and student-athletes with regard to eligibility, recruitment and financial aid rules; organizes and administers a compliance program; oversees and monitors recruiting procedures; monitors student-athlete transcripts and schedules for satisfactory progress and eligibility and graduation rates; performance compliance audits; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems and supervises subordinate level professional, technical and/or clerical personnel.